

City of  
**EDMONDS**  
Washington

**MECHANIC**

<b>Department:</b>	Public Works - Fleet	<b>Pay Grade:</b>	<b>J</b>
<b>Bargaining Unit:</b>	Teamsters	<b>FLSA Status:</b>	Non Exempt
<b>Revised Date:</b>	June 2013	<b>Reports To:</b>	Fleet Manager

**POSITION PURPOSE:** Under general supervision, evaluates, diagnoses, repairs and maintains a variety of diesel, gas and propane powered City vehicles and equipment including: police, community service and public works vehicles; ensures equipment and vehicles are operating in good and safe working condition; repairs and maintains a variety of small equipment as well as shop equipment as assigned.

**ESSENTIAL FUNTIONS AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Diagnoses, repairs and maintains diesel and gas powered vehicles and equipment on a regular schedule or as needed; troubleshoots and diagnoses problems.
- Designs and manufactures parts; performs repairs to original or superior specifications.
- Verifies quality and workmanship of repairs or alterations.
- Performs scheduled preventative maintenance services on City vehicles and equipment including fluid and filter changes; maintains, inspects and repairs steering and suspension systems, hydraulic and air powered ABS brake systems, heating and air conditioning systems, electronic ignition systems, fuel delivery and emissions systems, emergency lighting, automatic and manual transmissions and other as required.
- Repairs ABS and other brake systems, engines and drive train components.
- Repairs and maintains trailers and other related equipment; repairs and tunes engines using standard testing equipment.
- Plans, designs, cuts, welds, machines, drills and fabricates parts and accessories as needed for vehicle parts; repairs and maintains a variety of equipment, mobile and stationary generators, air compressors, and occasional small equipment items.
- Installs equipment in emergency vehicles including: radios, laptop computers, flashlight chargers, rotating beacons, strobe and bar lights, cellular phones, sirens, external speakers and safety equipment.
- Designs and manufactures mounts for radios and computers; operates and maintains shop related equipment including: a tire machine, wheel balancer, welding equipment, hydraulic jacks and hoists, hydraulic press and drill press, air compressor, electronic gas analyzer, air conditioning equipment, charging system analyzer, ethylene glycol recycler and other related equipment as needed.
- Maintains a variety of records on maintenance and repairs performed.
- Serves on committees as assigned; attends meetings and workshops.
- Communicates with other departments in order to diagnose problems and coordinate repairs; coordinates with outside vendors and service managers to purchase parts and update repair information as directed.

## **JOB DESCRIPTION**

### **Mechanic**

#### **Required Knowledge of:**

- Operation, maintenance and repairs of gasoline and diesel powered engines.
- Methods, equipment, tools and materials used in the repair and maintenance of vehicles and equipment including computer testing equipment and preventative maintenance.
- Diagnostic procedures for vehicles and equipment.
- Emissions laws and regulations.
- Air brake hydraulic and ABS brake systems and air conditioning systems.
- Safety and health rules and regulations.
- Manufacturer, equipment and vehicle manuals, repair manuals and parts purchasing catalogs.
- Effective oral and written communication principles and practices to include customer service.
- Basic record keeping techniques and practices.
- Modern office procedures, methods, and equipment including computers and computer applications necessary to perform assigned duties.
- English usage, spelling, grammar and punctuation.

#### **Required Skill in:**

- Diagnosing, maintaining and operating a variety of City vehicles and equipment.
- Troubleshooting problems with the use of standard automotive diagnosing equipment.
- Reading and understanding manuals concerning the equipment and vehicle preventative maintenance and repairs.
- Applying and adhering to safe work practices.
- Meeting timelines and schedules.
- Interpreting and applying applicable federal, state, and local policies, laws and regulations.
- Utilizing personal computer software programs and other relevant software affecting assigned work.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Maintaining vehicle repair and maintenance records.
- Communicating effectively verbally and in writing, including customer service.

## **MINIMUM QUALIFICATIONS:**

### **Education and Experience:**

High School Diploma/GED Certificate supplemented by the completion of an apprenticeship program and four years of mechanic experience in the automotive or heavy truck industry that includes the diagnosis, maintenance and repair of gasoline and diesel powered vehicles and equipment; OR an equivalent combination of education, training and experience.

### **Required Licenses or Certifications:**

Valid State of Washington Driver's License and Class A CDL with air brake and tanker endorsements within six months of hire.

Successful completion of an approved air brake repair and air conditioning certification course within six months of date of hire.

Authorized Emissions Specialist Certificate; and ASE Certification within six months of date of hire.

Other specialty certifications/licenses as required by state and federal law and/or OSHA and WAC regulations may be required within a specified period of time after hire.

Must be able to successfully complete and pass a background check.

## **JOB DESCRIPTION**

### **Mechanic**

#### **WORKING CONDITIONS:**

##### **Environment:**

- Shop conditions.
- Moderate exposure to fumes, dust, odors, oil/grease and gases.
- Moderate noise.
- Driving a vehicle to conduct work.

##### **Physical Abilities:**

- Hearing, speaking and otherwise communicating to exchange information in person or on the phone.
- Operating tools and equipment necessary to perform work.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Performing repairs.
- Bending at the waist, pushing, pulling, kneeling or crouching, reaching overhead, above the shoulder and horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting/carrying or otherwise moving or transporting heavy objects up to 50 lbs.
- Ability to wear appropriate personal protective equipment based on required City Policy.

##### **Hazards:**

- Fumes from vehicle and equipment operations.
- Exposure to chemicals.
- Working around and with machinery having moving parts.

**Incumbent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_